



English Proficiency Requirement

Hosting departments must verify that potential visitors meet eligibility criteria for their respective category. Exchange visitors must be able to function sufficiently in English as it relates to their proposed role. They may meet English proficiency requirement by one of the following ways:

1. Evidence of obtaining a degree from an institution where English is the language of instruction
2. Citizenship of a country whose official language is English
3. English proficiency scores from a recognized testing agency. (See chart below.)
4. Successful completion of an interview, determined by the hosting department, which would state that the exchange visitor has the needed English language skills for the work being done while at Millersville. The hosting department would conduct the interview and complete the following evaluation.

Please submit appropriate documentation as proof of English proficiency if the exchange visitor meets the requirement in one of the first 3 ways listed above. If the hosting department determines to conduct an interview, complete the following Interview Evaluation.

Test	Score Minimum
TOEFL iBT	81
IELTS	6.5 overall band
PTE Academic	61
Cambridge English Advanced (CAE)	177
STEP-EIKEN	PRE-1
iTEP Academic	4/5
Common European Framework of Reference (CEFR)	B2

Interview Evaluation

Use the questions below in order to evaluate the English proficiency of the prospective J-1 scholar through an interview. The interview must be a minimum of 15 minutes and must be conducted either in person or over videoconference or telephone. The interviewer should use only English while speaking to the prospective J-1 scholar. The interviewer should explain that they will ask a series of questions that must be answered in English and that the prospective J-1 scholar will be given a rating of 1 through 5 (with 5 being highest) based on this evaluation and that record of English proficiency is required by the U.S. Department of State.

Ask at least one from each category.

- 1) Warm-up: (Note to interviewer: explain that the answer to this question will not be scored.)
 - a) Tell me about your family.
 - b) Tell me about your hobbies.
 - c) Tell me about your favorite professor.
- 2) Getting Assistance: (Note to interviewer: explain that answers from this point forward will be scored.)
 - a) Tell me about a time you became ill. How did you obtain assistance?
 - b) Tell me about a time you were locked out of your home/car/office. How did you obtain assistance?
- 3) J-1 Program Activities/Duties:
 - a) Tell me what you know about research and/or higher education in the U.S. What do you hope to learn?
 - b) Tell me what you know about American culture and society. What do you hope to learn?
- 4) Daily Life in the U.S.:
 - a) If you are given the opportunity to come to Millersville University, how would you establish your life? For example, how would you find a place to live and how would you get to and from work?
 - b) Describe how you keep healthy and/or manage stress in your daily life. How do you plan continue to do this if you come to the U.S.?
- 5) Reading and Comprehension of J-1 Program Materials: (Note to interviewer: it is understood that the potential scholar may not be familiar with the J-1 process; however, their ability to understand the process if chosen must be evaluated.)
 - a) If you are invited to come to MU, what resources will you use to learn about the visa process?
 - b) If you have traveled or lived in another country please describe how you received permission to do so.
- 6) Understanding Rights, Responsibilities, and Protections:
 - a) How many hours do you expect to work per week in the U.S.? What would you do with your free time?
 - b) How much vacation time do you expect to receive in the U.S.? What would you do with your vacation time?
- 7) Question Formulation: (Note to interviewer: this is needed in order to evaluate ability to formulate a question.)
 - a) Please ask me two questions on any topic.

Evaluating Proficiency

Use the scale below to evaluate the prospective J-1 scholar. Levels have been adopted from the ETS Speaking Proficiency English Assessment Kit (SPEAK) Test. Half scores are acceptable

Level	Characteristics of Communication
1	Impossible to understand <ul style="list-style-type: none">Does not understand questionsAttempts at English incomprehensible In an emergency situation, the prospective J-1 scholar's English language proficiency would be a concern as he/she may hinder an emergency response due to his/her inability to communicate well.
2	Nearly impossible to understand <ul style="list-style-type: none">Few words are intelligibleSpeech contains mostly sentence fragments, repetition of vocabulary, and simple phrases In an emergency situation, the prospective J-1 scholar's English language proficiency would be a concern as he/she may hinder an emergency response due to his/her inability to communicate well.
3	Possible to understand, although often repetition is needed <ul style="list-style-type: none">Major or minor grammatical errorsCommunication sometimes affected by errors, but speech can generally be understood The prospective J-1 scholar has the proficiency to successfully conduct research and to collaborate with colleagues.
4	Easy to understand <ul style="list-style-type: none">Errors not unusual, but rarely majorCommunication generally not affected by errors The prospective J-1 scholar has the proficiency to successfully be a classroom instructor.
5	Communication is effortless <ul style="list-style-type: none">Errors not noticeable and accent not distractingDelivery often has native-like smoothness The prospective J-1 scholar has the proficiency to successfully be a classroom instructor.

Evaluation Results

Name of prospective J-1 Scholar:

Proficiency Level (1-5):

I attest that the J-1 candidate possesses sufficient proficiency in the English language to navigate daily life in the U.S.; obtain assistance if necessary; perform J-1 activities and duties; read and comprehend J-1 program materials; and understand rights, responsibilities, and protections. YES NO

If the J-1 exchange visitor will be an instructor at MU – attest that the J-1 candidate possesses sufficient proficiency in the English language to successfully instruct a class and communicate with students and colleagues via email and one-on-one during office hours: YES NO

Select your interview method:

In Person By Telephone By Videoconferencing (e.g. Skype)

Date Interview Conducted: _____ (mm/dd/yy)

Name of Evaluator:

Title:

Department:

Email:

Signature:

Date: